



**TOWN OF NEDERLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
NEDERLAND COMMUNITY CENTER  
750 Hwy 72 Nederland, CO 80466  
February 13, 2019, 6:00 p.m.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PUBLIC COMMENT**

**D. CONSENT AGENDA**

- Approval of Warrants - Amanda Kneer/Treasurer
- Approval of the January 9, 2019 Meeting Minutes – Cindy Downing/Secretary

**E. INFORMATIONAL ITEMS**

- Treasurers Report - Amanda Kneer/Treasurer
- Town of Nederland Administrator Report - Karen Gerrity/Town Administrator
- Transportation Improvement Program (TIP) 2019 – Chris Pelletier/Town Public Works Administrator
- Chair Report – Susan Schneider/Chair
- Executive Director Report - Josiah Masingale/Executive Director

**F. ACTION ITEMS**

- Parking, Pedestrian, and Traffic Study and Plan Quotes and Rates Sheets

**G. DISCUSSION ITEMS**

- Fire District IGA
- DDA Mill Levy Extension
- Caribou Village Signage
- Pavilion at Barker Meadows Park

**H. OTHER BUSINESS – N/A**

**I. ADJOURNMENT**

**NEXT REGULAR MEETING: March 13, 2019 6:00 pm at the Nederland Community Center Multi Purpose**

The NDDA Board encourages citizen participation. Public Comment period allows an opportunity to address the Board. Discussion is limited to 3 minutes and please address your comments to the Board. Thank you for your cooperation. The NDDA Board may take action on any item included on this agenda, regardless of the heading under which such item appears. Discussion items may become action items if the Board determines that deferring final action on an item to a subsequent meeting is unnecessary or unwarranted and that taking immediate action does not compromise any third-party's rights. Copies of the agendas and meeting packet are available at no cost via email from [josiah@nederlanddowntown.org](mailto:josiah@nederlanddowntown.org). The information is reviewed and studied by the Board members, eliminating lengthy discussions to gain basic understanding. Short discussion on agenda items does not reflect lack of thought or analysis.

Nederland Downtown Development Authority  
Warrant Report

Invoice Number	Date	Vendor	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	Budget Remaining	Warrants presented at:
2018-263	12/31/2018	ASK Accounting Inc	\$ 600.00	\$ 600.00	70-75-5125	Accounting	600.00	-	2/13/2019
2018-53	12/5/2018	The Old Gallery Allenspark	\$ 2,345.00	\$ 2,345.00	70-75-6000	2018/2019 P2PED Grant Expenses	11,475.00	4,627.90	2/13/2019
2018-54	12/10/2018	USPS	\$ 10.00	\$ 10.00	70-75-5710	Postage	100.00	70.00	2/13/2019
2018-55	12/31/2018	Town of Nederland	\$ 635.29	\$ 635.29	70-75-5129	DDA Secretary & Personnel	12,600.00	1,626.23	2/13/2019
			\$ 831.22	\$ 831.22	70-75-6000	2018/2019 P2PED Grant Expenses	11,475.00	3,796.68	2/13/2019
2018-56	12/31/2018	Boulder Flycasters	\$ 500.00	\$ 500.00	70-5915	Donations (RiverWalk donation)	-	-	2/13/2019
1716	12/31/2018	Wideawake Media	\$ 140.00	\$ 140.00	70-75-6000	2018/2019 P2PED Grant Expenses	11,475.00	3,656.68	2/13/2019
755	12/3/2018	Downtown Colorado Inc	\$ 225.00	\$ 225.00	70-75-5850	Annual Membership/Dues	300.00	75.00	2/13/2019
2019-1	1/17/2019	Ooh La La Catering	\$ 475.00	\$ 475.00	70-75-6000	2018/2019 P2PED Grant Expenses	11,475.00	3,181.68	2/13/2019
2019-2	1/20/2019	Chaucee Stillman	\$ 400.00	\$ 400.00	70-75-6000	2018/2019 P2PED Grant Expenses	11,475.00	2,781.68	2/13/2019
2019-3	1/31/2019	Paul C Beneditti	\$ 330.00	\$ 330.00	70-75-5100	Legal/Election	10,600.00	10,270.00	2/13/2019
2019-4	1/25/2019	Eileen Purdy	\$ 24.73	\$ 24.73	70-75-6000	2018/2019 P2PED Grant Expenses	11,475.00	2,756.95	2/13/2019
2019-5	1/31/2019	Cindy Downing	\$ 115.50	\$ 96.25	70-75-5129	DDA Secretary & Personnel	17,250.00	17,153.75	2/13/2019
				\$ 19.25	70-75-6000	2018/2019 P2PED Grant Expenses	11,475.00	2,737.70	2/13/2019
2019-6	1/31/2019	Town of Nederland	\$ 979.14	\$ 650.77	70-75-5129	DDA Secretary & Personnel	17,250.00	16,502.98	2/13/2019
				\$ 328.37	70-75-6000	2018/2019 P2PED Grant Expenses	11,475.00	2,409.33	2/13/2019

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
January 9, 2019 @ 6:00 pm  
DRAFT MEETING MINUTES

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A. CALL TO ORDER

Vice-Chair Brent Tregaskis called the meeting to order at 6:01 pm

B. ROLL CALL

Board present: Steve Karowe, Mark Stringfellow, Brent Tregaskis, Amanda Kneer, Rea Orthner

Quorum: 5 of 8 Board members in attendance

Staff Present: Josiah Masingale (Executive Director), Cindy Downing (Secretary)

Guests Present: Karen Gerrity, Town of Nederland Administrator

C. PUBLIC COMMENT

Ron Mitchell of Nederland. Ron is studying a proposal to enforce paid parking on the parking lots he owns in Nederland and would like to work concurrently with the Town on this issue.

D. CONSENT AGENDA

1. Approval of Warrants – Amanda Kneer/Treasurer

Motion to approve the December warrants; 2<sup>nd</sup>. Motion was unanimously approved

2. Approval of the December 12, 2018 Meeting Minutes – Cindy Downing/Secretary

Motion to approve the December 12, 2018 Meeting Minutes; 2<sup>nd</sup>. Motion was unanimously approved.

3. Approval of the January 2, 2019 PPT RFP Presentation Meeting Minutes – Josiah Masingale/Executive Director

Motion to approve the January 2, 2019 PPT RFP Presentation Meeting Minutes; 2<sup>nd</sup>. Motion was unanimously approved.

E. INFORMATIONAL ITEMS

1. Treasurers Report – Amanda Kneer/Treasurer

There was not a Treasurers report.

2. Town of Nederland Administrator Report – Karen Gerrity/Town Administrator

Nikki Dunn announced as Town of Nederland Employee of the Year for 2018. Congratulations to Nikki!

Short-term rentals: The BOT appointed a Short-Term Rental Advisory Committee comprised of two Board of Trustees members, two Nederland Town staff members, and two Planning Commission members. The committee met on December 19 and will meet again on January 14 at 5:30, and January 29 at 5:30. The Board of Trustees decided to review the language that is in the existing code and look at potential revisions or modifications to address the short-term rentals. The advisory committee will make a recommendation to the BOT in February. There is a Google doc on the Town website that people are welcome to review and submit feedback. Feedback should be sent to Cynthia Bakke at Town Hall.

DRCOG and CDOT Transportation Improvement Program (TIP) grant meetings: Karen and Chris Pelletier have been attending these meetings and are looking at funding for regional transportation improvement projects. They submitted an abstract for a project that would include adding sidewalks to West First Street from the RTD to the Visitors Center, fixing Jefferson Road, repairing the Visitors Center parking lot, and adding a couple more electric car connectors and bike racks. They submitted the abstract to the technical committee for review and are still discussing the scope of the plan and the budget.

Big Springs: Karen met with the Boulder County planning staff and were informed the application fee will be waived. They went through the whole application process with the Boulder County engineer and are looking at identifying funding for this project.

### 3. Chair Report – Brent Tregaskis/Vice-Chair

There was not a Chair report. The Vice-Chair did thank Josiah Masingale for coordination the January 2<sup>nd</sup> presentation by the two responsive firms for the Parking, Pedestrian, and Traffic RFP. The Vice-Chair also thanks Mark Stringfellow for attending PROSAB meetings.

### 4. Executive Director Report – Josiah Masingale/Executive Director

Staffing and budget: Still finalizing the 2018 actuals but staffing came in under budget.

Peak to Peak Economic Development 2018 grant: Boulder County agreed to extend the grant through April 2019, and there will be upcoming workshops.

Food Truck Committee: There will be upcoming meetings with the committee and an update will be provided at the next meeting.

## F. ACTION ITEMS

### 1. Parking, Pedestrian, and Traffic Study and Plan RFP

Josiah recommended tabling this item until the next meeting. He has reached out to the two firms that have submitted proposals, and requested quotes for scope and budget in the following areas: The wayfinding plan, update to the parking assessment and a paid parking strategy. When he gets responses he will bring this back item back to the Board.

Motion to table this item until the next meeting; 2<sup>nd</sup>. Motion was unanimously approved.

## G. DISCUSSION ITEMS

### 1. Pavilion at Barker Meadows Park

Mark Stringfellow is interested in the possibility of the DDA managing the pavilion. He has conducted outreach to businesses in the Nederland downtown area and said they are in support of this proposal.

Mark would like to get a rough budget drafted and also some projections on the amount of revenue the pavilion would bring in, and then present this information to the Board of Trustees. Brent Tregaskis, Mark Stringfellow, and Karen Gerrity will discuss the logistics and Mark will take the findings to the next PROSAB advisory meeting.

## 2. DDA Mill Levy Extension

Josiah Masingale reported the lawyers are drafting ballot language to review. Josiah has been working with the Department of Local Affairs and their special elections staff member to learn about the process, and when we can have an election. He will present a formal overview at a future Board meeting.

Rick Derr, Nederland Fire Department Fire Marshall, was in attendance of this meeting to answer questions about his request for a possible intergovernmental agreement with the NDDA to recoup funds from a proposed increase in the mill levy. Karen Gerrity suggested that this can possibly be incorporated in to the Tax Incremental Financing portion (TIF). Rick Derr is going to do some additional research on TIF funding and how fire departments from other districts have worked with their DDA's and intergovernmental agreements, and bring this information back to the DDA Board.

## H. OTHER BUSINESS

No other business

## I. ADJOURNMENT

Motion to adjourn; 2<sup>nd</sup>. Meeting adjourned at 7:24 pm.

## NEXT REGULAR MEETING:

February 13, 2019 6:00 pm at the Nederland Community Center Multi Purpose Room

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## AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: February 13, 2019

Prepared By: Karen Gerrity, Town Administrator

Dept: Admin

Consent  Information  Action  Discussion

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### STAFF REPORT FROM TOWN ADMINISTRATOR

#### NEDFEST

The NedFest board has chosen to cancel the event for this year citing a variety of reasons including the lack of a sponsor, the condition of the venue and burnout. Town Staff and the Board of Trustee reached out to the organizers and offered to collaborate with them to find a way to move forward with the event. The NedFest Board said their decision was final.

#### SHORT TERM RENTALS AND ACCESSORY DWELLING UNITS

The Board of Trustees (BOT) appointed an advisory committee comprised of town staff, trustees and planning commissioners to further research modifications to the Nederland Municipal Code and then present their findings to the BOT in February. The advisory committee met on December 19, 2018 and the suggestion was made to create a google doc of the code which would be easier to edit and share. This document is accessible to the public and feedback can be sent to staff. The link is below. The advisory committee met again on January 14 at 5:30pm and again on January 29 at 5:30pm. They will present their recommendations to the BOT on February 19, 2019.

[https://docs.google.com/document/d/146pqW7xuVv\\_y\\_AkAvpna9MGYYWCxds7uzkgZlitajTk/edit?usp=sharing](https://docs.google.com/document/d/146pqW7xuVv_y_AkAvpna9MGYYWCxds7uzkgZlitajTk/edit?usp=sharing)

#### DENVER REGIONAL COUNCIL OF GOVERNMENTS

Chris Pelletier and Karen Gerrity continue to attend DRCOG meetings regarding Sub-regional Transportation Improvement Project (TIP) funding. Staff identified Jefferson Street leading into the Visitor Center parking lot as a project that meets some of the criteria for the funding. Staff submitted a one page abstract to the TIP technical committee on December 31, 2018 after getting input from CDOT. The Abstract was well-received and staff is now working on a final grant application requesting over \$2 million for the project. Applications are due February 27, 2019.

#### WILDFIRE SUMMIT

Town Administrator Gerrity attended the Boulder Wildfire Summit on January 30, 2019. The summit brought together organizations responsible for wildfire

mitigation and response to answer the questions “are we prepared for a wildland season as a community” and if so “how can we sustain and improve”? While in many ways, the County is well-prepared, there are areas that need improvement including communication prior to, during and after a wildfire, lack of funding and other resources and more efficient collaboration between organizations. The attendees discussed several opportunities to address these needs and plan to reconvene later this year to flesh out.

### **BARKER MEADOWS PARK**

The Board of Trustees decided to withdraw the Town’s Great Outdoor Colorado grant application due to community input and concerns regarding the project. They hope to be able to resubmit the application this fall.



## AGENDA INFORMATION MEMORANDUM NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY

MEETING DATE: February 13, 2019

INITIATED BY: Chris Pelletier, Public Works Manager

INFORMATION:  ACTION:  OR DISCUSSION:

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### AGENDA ITEM:

Staff wants to inform the Board of their intention to apply for a grant to rebuild infrastructure within their district.

### SUMMARY:

Staff became aware of a grant opportunity in August of 2018 that targeted Federal funds for transportation projects. These grant funds are managed by DRCOG (Denver Regional Council of Governments) through a program called TIP (Transportation Improvement Program). Projects eligible for these funds must include multimodal improvements, transit connected projects, and roadway reconstruction projects tied to alternative transportation with the ultimate goal to reduce single occupancy vehicles. This is very complicated funding with multiple steps and deadlines with the first deadline being February 27<sup>th</sup>. Nederland is quite possibly the smallest entity vying for these funds in a highly competitive process with multiple large municipalities from around the state. This particular funding is only available every 4 years and there are millions of dollars available. Staff has put together a possible project that has a very good chance of qualifying for these funds. Staff's proposed abstract is attached to this AIM for the Board's review. Having a partner in this process will improve the Town's eligibility. Town will formally identify the DDA as a partner in this project. The proposed project includes:

- Replacing the sidewalk in front of Town Hall and extending it to RTD Park-n-Ride with an ADA compliant sidewalk.
- Extending the existing sidewalk from Katmandu Plaza to First Street
- Reconstructing North Jefferson Street
- Reconstructing the VC Parking Lot
- Reconstructing West First and improving parking.
- Adding electric charging stations

### RECOMMENDATIONS:



Staff recommends joining the Town in this endeavor to make improvements within the DDA's district. The following are statements in the DDA's Master Plan referring specifically to the area of the proposed project:

*"The Nederland Town Hall and Visitor Center are also located in the First Street Commercial Area. Through planned improvements, the NDDA seeks to establish First Street as the "Main Street" of downtown, creating a walkable corridor between the RTD Park and Ride and First Street and Middle Boulder Creek."*

And:

*"To address poor road conditions and drainage, the NDDA will need to partner with and help the Town of Nederland in implementing the Community Center Storm water Management from the 2014 Master Infrastructure Plan. These improvements will supplement drainage and road improvements completed at North Jefferson and West Third Street in 2015 as part of NedPeds improvements, creating a better system of storm water management that will mitigate erosion issues and contribute to the long-term health of the infrastructure throughout the downtown district."*

*"These images show the current condition of Jefferson Street south of Highway 119, between the Business Connection and Kathmandu Plaza. Upon the completion of the planned drainage improvements at North Jefferson Street, the NDDA may consider leading planning and implementation of a repaving project at Jefferson Street, south of Highway 119."*

Finally:

*"A vibrant downtown must accommodate accessible transportation in multiple forms and supports projects and programs that promote alternatives to fossil fuel vehicles, enhance walkability, and provide easy transit, regardless of age or the physical condition of users. Nederland values the diversity of its residents and visitors, and the NDDA will work to ensure that downtown provides a welcoming atmosphere for all."*

### **FINANCIAL CONSIDERATIONS:**

The proposed project has an approximate value of \$2.3 million. The Town will have to match this with 5% cash and will want the DDA to make a substantial contribution. Town Staff is looking for future financial support in the amount of \$69,000.

**Funding Breakdown (year by year)\***

*\*The proposed funding plan is not guaranteed if the project is selected for funding. While DRCOG will do everything it can to accommodate the applicants' request, final funding will be assigned at DRCOG's discretion within fiscal constraint. Funding amounts must be provided in year of expenditure dollars using an inflation factor of 3% per year from 2018.*

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Total</b>
<b>Federal Funds (Regional)</b>	\$0	\$0	\$0	\$0	
<b>Federal Funds (Subregional)</b>	\$345,000	\$1,035,000	\$345,000	\$0	<b>\$1,725,000</b>
<b>State Funds</b>	\$92,000	\$276,000	\$92,000	\$0	<b>\$460,000</b>
<b>Local Funds</b>	\$23,000	\$69,000	\$23,000	\$0	<b>\$115,000</b>
<b>Total Funding</b>	\$460,000	\$1,380,000	\$460,000	\$0	<b>\$2,300,000</b>
<b>Phase to be Initiated</b> <i>Choose from Design, ENV, ROW, CON, Study, Service, Equip. Purchase, Other</i>	Design	CON	CON		

**ATTACHMENTS:**

- Project conceptual

**Boulder County  
Affordable Housing**

**RTD**

**Nederland Town Hall**

**Nederland Visitors Center  
and Downtown Business District**

- Improved Parking
- Reconstructed Roadway
- New Sidewalk
- Existing Sidewalk
- Electric Charging Stations
- Bike Corral



# AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: February 13, 2019

Prepared By: Josiah Masingale, Executive Director

Consent  Information  Action  Discussion

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AGENDA ITEM: Executive Director's Report for February 2019

SUMMARY:

- Staffing Report: Staff time planning for 2019 calendar year. Peak 2 Peak Economic Development 2018 will continue to have operating and project-specific staff costs through early 2019.
- Peak 2 Peak Economic Development 2018/2019 Update: Hosted latest workshop "Creating Digital Content Strategy" on January 17<sup>th</sup>, and working on some other potential workshops for 2019, including possibly repeating some workshops from 2018. Boulder County spend-down plan for 2018 accepted and preliminary reporting for 2018 submitted to Boulder County (with Final Report due in May 2019). The 2019 application/grant is pending spend-down of 2018 funds.
- Beautification: An agreement of services is being drafted for execution with Coloring Colorado. Planning has commenced through contractor.
- Food Truck Committee: Committee is reviewing ordinances, regulations and studies around the topic, and will be meeting in-person to begin to put together recommendations to bring back to the DDA Board.

RECOMMENDATIONS: N/A

FINANCIAL CONSIDERATIONS: N/A

ATTACHMENTS: N/A



## AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: February 13, 2019

Prepared By: Josiah Masingale, Executive Director

Consent  Information  Action  Discussion

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AGENDA ITEM: Parking, Pedestrian, and Traffic RFP Quotes and Rate Sheets

SUMMARY:

Through the 2018 DDA Prioritization Meeting (August 2018) the DDA Board of Directors prioritized an RFP to select a firm to conduct a study and provide a plan regarding parking, pedestrian mobility, and traffic flow in Nederland and specific to the Downtown District and DDA 2017 Master Plan priorities. A DRAFT RFP was presented to the NDDA Board at the September 2018 meeting and with several revisions incorporated and approved at the October 2018 meeting the final RFP was released in mid-October 2018 with a submission deadline of November 30, 2018.

Two firms (Walker Consultants, and Traffic Engineers, Inc) submitted proposals. At the December 2018 DDA Board Meeting, it was determined that presentations by the two firms would be scheduled for January 2, 2019. Both firms presented on their proposals and answered questions from DDA Board and Staff.

After the presentations, the DDA Board had a discussion regarding both firm's proposals, presentations, and data currently available. The consensus was that both firms presented solid proposals and they both have the necessary experience and professional capacity. It was noted that the 2007/2010 parking assessment might need to be updated and re-analyzed. The board expressed concerns regarding the overall price of both proposals, and the possible public perception that yet another study and plan are being developed without concrete projects being completed. The Board discussed the possibility of creating a hybrid project that addresses certain issues in the short-term and continuing onto other needed projects in the future.

The Board then discussed the need for some concrete implementable steps to accomplish 2-3 major projects. The consensus was that an update to the 2007/2010 parking assessment, a paid parking plan, and wayfinding should be the immediate priorities. The Board directed Josiah Masingale to follow-up with both firms with a thank you, a reiteration of our tight budget and the need for implementable projects to be planned through this project, request that they provide a rate sheet for services (parking counts, traffic counts, sidewalk inventory, etc) and that they provide the DDA with quotes for wayfinding, an update to the 2007/2010 parking

assessment, and a paid parking plan. The board also noted that the DDA/Town could possibly take on some data collection tasks if that would help keep costs down.

Both respective firms, Walker Consultants, and Traffic Engineers Inc., provided quotes and rate sheets (attached) for the DDA's consideration.

RECOMMENDATIONS:

Discuss the details and costs of each perspective quote and rate sheet and provide further direction to staff.

FINANCIAL CONSIDERATIONS:

It is anticipated that TIF funds will be used to fund some or all of these activities. The DDA has earmarked \$40,000.00 in its 2019 TIF budget with final budget contingent on chosen activities and Town Board of Trustees approval.

ATTACHMENTS:

- 1) Walker Consultants Quote and Rate Sheet
- 2) Traffic Engineers, Inc Quote and Rate Sheet

January 9, 2019

Mr. Josiah Masingale  
Nederland Downtown Development Authority  
Nederland, Colorado  
Via E-mail: [josiah@nederlanddowntown.org](mailto:josiah@nederlanddowntown.org)

*Re: Proposal for Downtown Parking Study Services  
Nederland, Colorado*

Dear Josiah:

Thank you for the opportunity to further expand upon our proposal to assist the Nederland Downtown Development Authority (DDA) with its efforts to improve parking and mobility in downtown Nederland, Colorado. The following is a supplement to our RFP response and includes our understanding of your needs based on our conversations to-date, as well as a detailed scope of work, schedule, and fee for each parking study component. We believe that Walker has the experience and track record necessary to support the DDA in its mission to enhance Nederland's downtown and leverage infrastructure as a path towards economic growth and vitality.

## PROJECT UNDERSTANDING

The DDA is interested in targeted, strategic parking-related efforts with an end goal of implementing solutions to existing problems within the downtown parking system. Walker has previously submitted to the DDA a detailed proposal for a downtown parking study, which included the qualifications, capabilities, and experience of the firm. Walker has further elaborated on its approach to downtown parking studies and its record of accomplishment during an in-person presentation to the DDA Board on Wednesday, January 2<sup>nd</sup>.

The DDA has requested that Walker submit a proposal for a series of specific parking studies focused on alleviating certain issues recognized by the DDA and the Nederland community as top priorities. These include:

1. Updates to existing quantitative assessments of the downtown parking system completed in 2007 and 2010
2. A wayfinding/signage plan for the downtown study area
3. A paid parking study and implementation plan for the Visitor Center and 1<sup>st</sup> Street

Based on our understanding of the project, Walker proposes the following scope of services by task. Note that each of these tasks can be completed independently, and in any order.

## TASK A: SUPPLY AND DEMAND UPDATE

*Objective: Revisit parking assessments from 2007 and 2010; confirm and update quantitative findings related to parking system supply and demand patterns.*

### PROPOSED SCOPE OF WORK

1. **Review of Materials:** Obtain 2007 and 2010 parking assessments and review findings.
2. **Meeting and/or Conference Call:** Meet (in person or via phone) with the DDA Board to confirm study area boundaries and relevant parking facilities, highlight problem areas identified by the previous assessments, and confirm occupancy survey dates and times.
3. **Inventory Collection:** Confirm inventories of all publicly-available parking within the study area boundary (as well as privately-owned facilities generally understood to be available and/or utilized by the public).
4. **Occupancy Surveys:** Conduct hourly occupancy counts on two (2) separate days over a ten-hour period each day. The dates and timeframes of these occupancy counts will be confirmed with the DDA Board- for example, they could be conducted on a typical Saturday and a special event day. Note that up to two additional days of occupancy counts can be conducted by members of the DDA Board (or other volunteers) under the direction (but not in-person supervision) of Walker staff members at no additional charge. For these counts, Walker would provide instructions and data sheets and obtain results from the DDA.
5. **Data Analysis:** Analyze results and produce a series of tables, graphics, and maps confirming and/or updating supply and demand conditions observed in the previous studies from 2007 and 2010.

### SCHEDULE

Schedule for this task is dependent on the timing of the occupancy surveys and their proximity in time to one another. Results from the data analysis can be completed within ten (10) business days of the final occupancy survey.

### PROFESSIONAL FEE

Walker proposes to complete this task for a total lump-sum fee of \$14,000, including expenses.

## TASK B: WAYFINDING AND SIGNAGE PLAN

*Objective: Produce a wayfinding and signage plan aimed to increase efficiency and navigability of the downtown Nederland parking system.*

### PROPOSED SCOPE OF WORK

1. **Review of Existing Materials:** Obtain from the DDA plans, descriptions, etc. of existing signage and wayfinding, branding efforts, and key destinations within the downtown area.
2. **Field Visit:** Conduct a field visit to confirm locations of existing signage, wayfinding, destinations, and parking, identify and observe the most well-traveled vehicle and pedestrian routes, and identify problem areas.



3. **Draft Technical Memorandum:** Produce a draft technical memorandum documenting findings and setting forth recommendations for a wayfinding and signage plan, including considerations related to relocation, replacement, and addition of new signage and wayfinding, color and branding schemes, and coordination with industry standards and requirements related to traffic signage. This memorandum package will include up to two (2) mock-ups of possible sign options.
4. **Revision:** Revise technical memorandum pursuant to one (1) set of consolidated comments from the DDA.

## SCHEDULE

This task could be completed within twenty (20) business days.

## PROFESSIONAL FEE

Walker proposes to complete this task for a total lump sum fee of \$12,000 including expenses.

## TASK C: PAID PARKING STUDY AND IMPLEMENTATION PLAN

*Objective: Produce a path forward for implementation of paid parking in the highest-demand areas in downtown Nederland, including technical evaluation, public and stakeholder outreach, and recommendation of paid parking technologies.*

## PROPOSED SCOPE OF WORK

1. **Kickoff Meeting:** Meet with the DDA Board to discuss observed occupancy patterns in the areas identified for paid parking, feedback from stakeholders to-date, objectives of paid parking implementation, and appropriate public outreach, among other topics.
2. **Field Visit:** Visit the study area to generally observe parking in areas, identify any on-the-ground hurdles to implementation of paid parking, and inform technical evaluation of possible rates, technologies, etc.
3. **Technical Evaluation:** Based on objectives identified by DDA board, develop a technical evaluation including possible rates and periods of charge, paid parking technologies, and outcomes. Include a series of paid parking case studies in similar communities (either based on demographics or tourism-based activity) and best practices.
4. **Downtown Stakeholder Meeting:** Work with the DDA to identify appropriate downtown stakeholders— e.g. downtown business and property owners expected to be directly affected by implementation of paid parking. Work with the DDA to develop presentation materials sharing impetus and objectives of study and results of technical evaluation. Conduct one (1) meeting with this stakeholder group and gather feedback.
5. **Meeting/Conference Call:** Conduct a meeting in-person or via phone with the DDA Board to discuss feedback and outcomes from the stakeholder meeting.
6. **Public Open House:** Conduct a public open house to discuss and educate on impetus of study, project outcomes, and basic elements of the technical evaluation. Gather feedback.
7. **Educational/Outreach Material Development:** Based on feedback to-date, develop a series of educational/general outreach materials related to paid parking implementation for use by the DDA (e.g. a flyer and a map of paid parking areas).



8. **Draft Technical Memorandum and Implementation Plan:** Develop a technical memorandum summarizing findings and work to-date and incorporating community feedback, including an implementation matrix detailing next steps to implement paid parking in desired areas.
9. **Revision:** Revise technical memorandum and implementation matrix based on one (1) set of consolidated comments from the DDA.

## SCHEDULE

The schedule for this task is dependent on our ability to schedule meetings with stakeholders and the general public. Generally, we anticipate that this task will be completed within three months of the kickoff meeting date.

## PROFESSIONAL FEE

Walker proposes to complete this task for a total lump sum fee of \$25,000 including expenses.

Any and all of these tasks can be augmented with additional time and expertise from Walker or David Evans and Associates staff, at the request of the DDA. As such, we have included hourly rate sheets for both firms. All services will be provided per our General Conditions of Agreement for Consulting Services.

Again, thank you for this opportunity—we are looking forward to working with you.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in black ink that reads "Mallory A. Baker".

Mallory Baker  
Consultant/ Project Manager

A handwritten signature in blue ink that reads "Andrew J. Vidor".

Andrew Vidor  
Director of Studies

Enclosures:    General Conditions of Agreement for Consulting Services  
                  Walker Consultants Standard Billing Rates  
                  David Evans and Associates Standard Billing Rates



**AUTHORIZATION**

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please indicate which tasks you are authorizing now and return one signed original of this agreement for our records.

\_\_\_\_\_ Task A

\_\_\_\_\_ Task B

\_\_\_\_\_ Task C

**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**

Accepted by (Signature) \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## SERVICES

Walker Consultants (“Walker”) will provide the CLIENT professional services that are limited to the work described in the attached letter (“the services”). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the CLIENT, and are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT. No third-party beneficiary is contemplated. All documents prepared or provided by WALKER are its instruments of service, and any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker’s specific written consent will be at CLIENT’s sole risk.

## PAYMENT FOR SERVICES

Walker will submit monthly invoices based on work completed which includes reimbursable expenses. Payment is due upon receipt of invoice. If for any reason the CLIENT does not deliver payment to WALKER within thirty (30) days of date of invoice, Walker may, at its option, suspend or withhold services. The CLIENT agrees to pay Walker a monthly late charge of one and one half percent (1½%) per month of any unpaid balance of the invoice.

## STANDARD OF CARE

Walker will perform the services in accordance with generally accepted standards of the profession using applicable building codes in effect at time of execution of this Agreement. Walker’s liability caused by its acts, errors or omissions shall be limited to the fee or \$10,000, whichever is greater.

Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the CLIENT. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

## PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.

**PRINCIPALS**

Senior Principal .....	\$305.00
Principal .....	\$255.00

**PROJECT MANAGEMENT**

Senior Project Manager .....	\$245.00
Project Manager .....	\$210.00
Assistant Project Manager .....	\$170.00

**CONSULTANTS**

Senior Consultant .....	\$245.00
Consultant .....	\$210.00
Analyst / Planner .....	\$170.00

**RESTORATION CONSULTANTS**

Senior Restoration Consultant .....	\$245.00
Restoration Consultant .....	\$210.00
Assistant Restoration Consultant .....	\$175.00
Restoration Specialist .....	\$170.00

**DESIGN**

Senior Engineer / Senior Architect .....	\$205.00
Engineer / Architect .....	\$180.00
Designer .....	\$170.00

**TECHNICAL**

Senior Technician .....	\$155.00
Technician .....	\$140.00

**SUPPORT**

Senior Administrative Assistant / Business Manager .....	\$115.00
Administrative Assistant .....	\$95.00

**David Evans and Associates, Inc.**  
**Nederland Parking, Pedestrian and Traffic Study and**  
**Comprehensive Plan**  
**Hourly Rate Schedule**  
**2019**

<u><b>BILLING TITLE</b></u>	<u><b>2019 Rates</b></u>
<u><b>Engineering</b></u>	(per hour)
Vice President.....	\$295.00
Principal Engineer.....	\$250.00
Senior Project Manager.....	\$200.00
Engineering Task Manager.....	\$190.00
Project Manager.....	\$180.00
Senior Project Engineer.....	\$175.00
Engineering Task Leader.....	\$160.00
Project Engineer.....	\$140.00
Senior Engineer.....	\$130.00
Construction Observation.....	\$125.00
Engineer/Senior Designer.....	\$120.00
Engineering Technician.....	\$100.00
Junior Engineer/Designer.....	\$95.00
Senior CADD Technician.....	\$90.00
CADD Technician.....	\$80.00
<u><b>Planning</b></u>	
Planning Principal.....	\$240.00
Managing Planner.....	\$200.00
Planning Project Manager.....	\$190.00
Planning Task Leader.....	\$175.00
Senior Transportation/Environmental Planner.....	\$155.00
Landscape Architecture Manager.....	\$160.00
Senior Landscape Architect.....	\$135.00
Environmental Planner.....	\$130.00
Transportation Planner.....	\$115.00
Biologist.....	\$110.00
Landscape Architect.....	\$105.00
Junior Planner.....	\$95.00
Landscape Designer.....	\$90.00
Senior GIS Specialist.....	\$130.00
GIS Specialist.....	\$105.00
<u><b>Surveying</b></u>	
Field Survey Crew (3 person).....	\$260.00
Field Survey Crew (2 person).....	\$175.00
Field Survey Crew (1 person).....	\$120.00
Principal Surveyor.....	\$180.00
Senior Project Surveyor.....	\$170.00
Project Surveyor.....	\$140.00
Senior Survey Technician.....	\$125.00
Survey Technician / Draftsman.....	\$110.00
GPS Surveyor.....	\$120.00
<u><b>Administration</b></u>	
Senior Project Administrator.....	\$120.00
Project Accountant.....	\$100.00
Project/Administrative Assistant.....	\$100.00
Clerical.....	\$70.00
Graphics Specialist.....	\$100.00
<u><b>Other Costs</b></u>	
Oce or Plotter, bond 24x36 (in-house).....	\$3.00/each
Reproducible Vellum (in-house).....	\$15.00/each
Reproducible Mylar (in-house).....	\$25.00/each

**Expenses**

1. Transportation by automobile billed at Current Federal Government Rate
2. Reproduction work, at cost
3. Travel and subsistence at direct cost
4. All other expenses at cost

# TEI Scope Revision & Project Rates



As requested by the Nederland Downtown Development Authority (NDDA), this memo provides a reorientation of the submitted RFP by Traffic Engineers, Inc. (TEI) to better accommodate the NDDA's short-term project needs and budget. This memo is broken down into 4 primary tasks and a project rate sheet that identifies the cost per task as well as general costs for potential additional services. Where there are opportunities to team with NDDA staff or community groups to assist with the task and reduce the cost, those items are identified as a task alternative.

## Task 1.0 Understanding Ned

In order to provide context, understanding, and relevant recommendations to tasks 2, 3, and 4, a baseline of existing conditions would be developed. This task would also aid in ensuring that duplicative efforts are avoided, and financial resources are best coordinated and utilized to build off of this baseline. This task will also provide the basis of a case for action that can be utilized in community outreach, project development, and future grant applications.

### Task 1.1 Data collection & analysis

TEI will collect demographic data from the US Census that provides an understanding to the characteristics of the population, including age, disability status, income levels, commuting mode share and distance, and number of vehicles available. This data is particularly useful in understanding the need or potential use for various types of infrastructure improvements, and in grant applications.

### Task 1.2 Project area map

Clear communication with consistent visuals is important to be able to relate multiple parts of a project together, as well as communicate with the community. TEI will develop a map of the project area with clearly identified activity areas, destinations, and locations that generate traffic. This map will serve as the basis for other maps within all tasks.

### Task 1.3 Parking observation and inventory

TEI will compile an inventory of existing parking, including off-street parking lots, on-street parking, and informal parking areas. Data to be included within the inventory will cover the number of spaces and any restrictions for use. This data will be developed into an excel spreadsheet and a visual map.

TEI will complete up to 5 days of parking observation to identify occupancy levels. Observation will focus on two weekdays and 3 weekend days, including one large event day. Specific dates will be coordinated with the NDDA to ensure the best applicability. Observations will focus on identifying the number of spaces occupied at various points throughout the day and general turnover observations for key parking locations, such as 1st Street, the Visitor's Center, etc.

**Task 1.3 Alternative** – TEI has developed multiple assessment tools for previous projects that utilize outside resources, such as non-profit partners, community members, and client staff. This can effectively reduce the cost of services while also involving more people in the project, building understanding and excitement for the plan. TEI could develop a parking assessment tool to utilize resources within the NDDA or community to assist with parking observation data collection.

### **Task 1.4 Multimodal network inventory**

TEI will conduct a multimodal network inventory for sidewalks, bikeways, and trails that will consist of existing facilities, facility condition, and width. Additionally, desire lines will be noted and included as informal facilities with existing demand. To best utilize resources, TEI proposes conducting this task while in the project area for the Parking inventory, effectively lessening the required time to complete the task. This inventory would be compiled into an excel spreadsheet and visual map.

**Task 1.4 Alternative** – TEI would utilize a multimodal inventory assessment tool to utilize NDDA staff or community members to assist with data collection for the multimodal facility inventory.

### **Task 1.5 Safety analysis**

TEI will analyze existing data from CDOT and other local sources, such as Eldora Mountain Resort to identify key points of safety or travel concerns that could be improved. This data will help inform future analysis of walkability and improvements to intersections or other crossings for pedestrians and bicyclists. This analysis will be developed into visual maps.

### **Task 1.6 Business community outreach**

TEI believes that qualitative information from the community is essential to develop a full understanding of the existing conditions and can help identify particular areas where there are specific issues or concerns that need additional attention. For this task, TEI would focus on outreach to the local businesses but could also include options for outreach broader to the community as well. Information would be collected through an online survey. Awareness of the survey would be through online social media outlets, the Town and NDDA's websites, and flyers that would be provided to businesses and posted at key community locations. TEI would develop the flyer, online posts, survey and analyze the data in the form of a summary memo.

**Task 1.6 Alternative A** – In person canvassing of the local businesses could be conducted in addition to the online survey. TEI could partner with NDDA members to assist in the canvassing and collection of data.

**Task 1.6 Alternative B** – An interactive online map could also be utilized as part of this effort where people could identify specific locations of interest or concern, draw desired routes of improvements, and more.

## **Task 2.0 Ned Wayfinding Plan**

This task would build upon the data and information identified in Task 1. The intent of this task is to develop a wayfinding scheme that connects Downtown destinations, attracts the attention of regional travelers, and ties into the neighborhoods. This will be built upon an understanding of both areas of interest and existing, planned, and proposed pedestrian and bicycle infrastructure.

Wayfinding can be used to inform and improve all modes of transportation. The wayfinding plan will help inform future efforts for improved facilities by identifying the locations of interest, parking opportunities, and primary routes that link business, recreation, and the community. This task will focus on the following three primary components:

1. Mark parking areas, as well as provide visitor info in parking lots.
2. Highlight safe, scenic, and connected walking and biking routes.
3. Provide legible transit information, showcase stop locations, information on nearby destinations.

Recommendations will be focused on short-term opportunities for improvements that facilitate implementation. Longer-term recommendations may be developed at a high level of detail as needed for utilization in future



planning or grant efforts. TEI will deliver this task in the form of visual maps and representations with a report that identifies the methodology, opportunities, and recommendations at a planning level.

### Task 3.0 Town Parking Assessment Update

This task will build upon previous parking assessments that have been conducted in Nederland. Building upon previous projects encourages continuity of data, which is useful for measuring progress and changes in conditions. TEI will conduct utilize data developed in Task 1 and expand upon it to develop full documentation of the availability and composition of parking. (on-street versus off-street, public versus private, time restrictions, etc). This assessment will also include information on existing and potential shared-parking within Nederland. This task will update any previous recommendations made and include new recommendations to improve parking conditions for daily, weekend, and event needs.

Recommendations will be developed for short- and long-term improvements and strategies. Short-term improvements will focus on opportunities and strategies that are easy to implement with less physical infrastructure required. Long-term improvements may include needs that will require higher infrastructure costs or significant coordination to be able to implement. TEI will deliver this task in the form of a report that identifies the methodology and recommendations with maps and visuals at a planning level.

### Task 4.0 Paid Parking Plan

As Nederland faces significant fluctuations in parking demand, it is important to identify strategies that can help accommodate the demand and appropriately allocate it. One such strategy is paid parking. Paid parking has both benefits and constraints. TEI will develop a plan that is focused on paid parking and its potential application and benefits in Nederland. Building upon the data and information in previous tasks, the paid parking plan will focus on the following three components.

1. Implications of introducing paid parking.
2. Strategies for implementing paid or timelimited parking at the Visitor Center and 1st Street.
3. Considerations for future paid or time limited parking areas.

Component 1 will focus on the values and tradeoffs of paid versus free versus restricted parking options and clearly identify those as key decision points for implementation of paid parking for the NDDA Board. Component 2 will develop appropriate strategies for paid parking in the highest demand areas of Downtown Nederland, with identification of implications and tradeoffs that would be likely on free or restricted parking areas. Component 3 would focus on additional opportunities to implement paid parking and the benefits and implications to parking in Downtown.

TEI will provide this information in a report that identifies methodology used, values and tradeoffs of paid parking, key strategies to implement, and future opportunities supported by key maps and visuals.

# Project Rates

For the tasks identified in the previous pages, the associated fee proposal is identified below. Items marked with an asterisk note where a task fee is reduced assuming support from NDDA, Town, or other community members for data collection and outreach assistance.

## Fee Proposal

SCOPE	DESCRIPTION	FEE	ALTERNATE FEE
<b>Task 1.0</b>	<b>Understanding Ned</b>		
Task 1.1	Data Collection & Analysis	\$ 2,800	\$ 2,800
Task 1.2	Project Area Map	\$ 750	\$ 750
Task 1.3	Parking Inventory & Observation	\$ 9,000	
1.3 Alt.	*Parking Inventory & Observation		\$ 4,500
Task 1.4	Multimodal Network Inventory	\$ 2,000	
1.4 Alt.	*Multimodal Network Inventory		\$ 1,000
Task 1.5	Safety Analysis	\$ 2,500	\$ 2,500
Task 1.6	Business Community Outreach	\$ 2,750	\$ 2,750
1.6 Alt. A	Outreach with in-person canvassing		\$ 1,000
1.6 Alt. B	Interactive online map		\$ 750
<b>Task 2.0</b>	<b>Ned Wayfinding Plan</b>	\$ 8,500	\$ 8,000
<b>Task 3.0</b>	<b>Town Parking Assessment Update</b>	\$ 7,000	\$ 6,500
<b>Task 4.0</b>	<b>Paid Parking Plan</b>	\$ 8,000	\$ 7,500
	Total	\$ 43,300	\$ 38,050

## Additional Project Components

TEI recognizes the need for communities to customize projects based on their individual needs. For additional potential items not highlighted within this scope, the below information represents typical fees that could be added to this project or conducted at later dates. Please note that the fees are typical and subject to change based on the specific scope and overall level of effort needed.

Grant Application	\$ 5,000
Traffic Counts per Location	\$ 500
Signal Warrant Analysis	\$ 4,000
Community Meeting	\$ 5,000



## AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: February 13, 2019

Prepared By: Susan Schneider, Board Member

Consent  Information  Action  Discussion

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AGENDA ITEM: Fire District Intergovernmental Agreement

SUMMARY:

The DDA has been approached by the Nederland Fire District with a request for an intergovernmental agreement (IGA) for support from the DDA mill levy revenue. The DDA Board of Directors expressed interest in exploring the issue further and requested the Fire Marshall Rick Derr do some additional research on TIF funding and how fire departments from other districts have worked with their DDA's and intergovernmental agreements and bring this information back to the DDA Board.

Fire Marshall Derr forwarded information on the subject to Town of Nederland Staff and DDA Board Members Susan Schneider and Mark Stringfellow. DDA Staff worked with the DDA Attorney to determine the legality of the issue. Noting certain considerations and reservations (such as the potential for an administration fee to cover Town and DDA Staff costs to administer such as IGA, and that the DDA should conduct normal budgetary and BOT processes around any agreement), the attorney affirmed that IGA's in this respect are legal.

RECOMMENDATIONS:

Board discussion and provide other guidance to staff on next steps.

FINANCIAL CONSIDERATIONS:

Currently not applicable.

ATTACHMENTS:

N/A



## AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: February 13, 2019

Prepared By: Josiah Masingale, Executive Director

Consent  Information  Action  Discussion

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AGENDA ITEM: DDA Mill Levy Extension

SUMMARY:

The DDA Mill Levy is set to expire on December 31, 2019. Extending the Mill Levy for another seven years requires voter approval. The DDA has retained an attorney to assist with the election process. The attorney is putting together a plan for the election to be presented at a future DDA Board Meeting.

Staff will provide an overview of the steps necessary for a ballot measure to be included in the November 2019 elections.

RECOMMENDATIONS:

Board discussion and provide other guidance to staff on next steps.

FINANCIAL CONSIDERATIONS:

Currently not applicable.

ATTACHMENTS:

N/A



## AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: February 13, 2019

Prepared By: Claudia Schaffler/Board Member

Consent  Information  Action  Discussion

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AGENDA ITEM: Caribou Village Signage

SUMMARY:

At the December 2018 DDA Board of Directors Meeting, Board Member Claudia Schaffler provided a two slide presentation of pictures of possible Caribou Village signage and received Board input on possible designs and materials, and received consensus to move forward gathering options and quotes. Claudia will provide an update.

RECOMMENDATIONS:

Board discussion.

FINANCIAL CONSIDERATIONS:

It is anticipated that Mill Levy funds and/or TIF funds will be used to fund some or all anticipated attendance costs of any such activity. The DDA has not earmarked any funds in it's 2019 budget for this activity, and any final budget would be contingent on Town Board of Trustees approval.

ATTACHMENTS: N/A



## AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: February 13, 2019

Prepared By: Mark Stringfellow, Board Member

Consent  Information  Action  Discussion

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AGENDA ITEM: Pavilion at Barker Meadows Park

SUMMARY:

Update on Barker Meadows Park project being led by PROSAB, and a DDA Board discussion regarding a possible pavilion connected to the park.

RECOMMENDATIONS:

Board discussion and provide other guidance to staff on next steps.

FINANCIAL CONSIDERATIONS:

Currently not applicable.

ATTACHMENTS:

N/A